Rules for Partial Day Time Off Requests

An exempt employee has an assigned schedule with an automatically generated lunch time of either 30 or 60 minutes. In a normal day, the lunch is automatically deducted once the employee has worked for 4:01 hours. However, if the exempt employee takes a partial day of leave, the following rules apply:

1. If the employee submits a time off request and the start time of the request allows for the employee to work at least 4:01 hours in the <u>morning</u> portion of his shift, the lunch will be automatically deducted. For example, if his schedule is 8am – 5pm and the start time of the request is 12:15pm, he would work at least 4:01 hours before the leave start time. His lunch will be automatically deducted.

2. If the start time of the request allows for the employee to work at least 4:01 hours in the <u>afternoon</u> portion of his shift, the lunch will be automatically deducted. For example, if his schedule is 8am – 5pm and the start time of the request is 9am for 2 hours, he would work at least 4:01 hours in the afternoon. His lunch will be automatically deducted.

3. But, if the start time of the request results in fewer than 4:01 worked hours in the morning and fewer than 4:01 worked hours in the afternoon, the lunch <u>will not</u> be automatically deducted. **This scenario always requires manual intervention from the employee's manager.** See the example below.

Midday Time Off Request Example

The employee's approved request was for 3 hours of annual leave with a start time of 11am. Since the employee worked fewer than 4:01 hours in the morning and fewer than 4:01 hours in the afternoon, the lunch was not automatically deducted. The timecard now reflects 9 total hours for the day instead of 8.

		Date	Pay Code	Amount	In	Out	Transfer	Shift	Daily
+	✕	Mon 2/01			8:00AM	5:00PM		8:00	8:00
+	✕	Tue 2/02			8:00AM	11:00AM		3:00	
+	✕		ANNUAL LEAVE TAKEN	2:00	11:00AM				
+	✕				1:00PM	5:00PM		4:00	9:00

To add the lunch time, the **manager** may manually change the 2pm in punch to 3pm (provided this was the actual lunch time). This gives the employee a lunch hour and corrects the total time for the day to 8 hours.

NOTE: The comment **Time Off Request Adjustment** may be added to the modified punch.

		Date	Pay Code	Amount	In	Out	Transfer	Shift	Daily
+	✕	Mon 2/01			8:00AM	5:00PM		8:00	8:00
+	✕	Tue 2/02	ANNUAL LEAVE TAKEN	2:00					
+	✕				8:00AM	11:00AM		3:00	
+	✕				2:00PM	5:00PM		3:00	8:00

The schedule may also be changed to reflect the lunch time. Select **Go To>Schedule Editor** and modify the employee morning or afternoon schedule.

```
8:00AM - 11:00AM

ANNUAL LEAVE TAKEN  2:00

2:00PM - 5:00PM
```

eSTART
State of Alabama

Lunch Time Included in the Time Off Request

NOTE: Requests should be submitted only for the number of hours of actual leave taken. Lunch time should not be included.

However, if the lunch time was erroneously included in the time off request, the best option is to have the employee cancel and resubmit the request for the correct number of hours. See the **Time Off Requests** job aid for employees on the **eSTART Online Resources** website for instructions on cancelling the request. **Reminder:** The manager must approve the cancelled request and select "Restore Schedule" when approving the cancellation.

Another option for the manager is to manually change the number of hours of the request from **Schedule Editor**. The schedule will also need to be edited in order to account for the lunch time.

		8:00AM	11:00AM		3:00	
ANNUAL LEAVE TAKEN	3:00	11:00AM				
		2:00PM	5:00PM		3:00	9:00

From the employee timecard, select **Go To>Schedule Editor.**

1. Select the pay code in the cell of the scheduled day.

2. Right-click and select **Edit** from the pop-up window.

3. The **Edit Pay Code** window displays.

4. Change the **Amount** field to **2:00**. The **Pay Code** or **Start Time** of the request may also be edited here if needed.

5. Click **Apply** to return to **Schedule Editor**.

6. Save the **Schedule Editor** page.

7. Return to the timecard to verify the change.

8. Select **Refresh** to update the timecard. The leave time and total hours for the day are now correct.

ANNUAL LEAVE TAKEN, 3:00

Comments (0)

Edit   Delete   Cut   Copy

Edit Pay Code ANNUAL LEAVE TAKEN

Assigned to
Exempt1, EdwardA

Effective Date: * 12/02/2015

Pay Code: * ANNUAL LEAVE TAKEN

Amount (hh:mm): * 2:00

NOTE: The **Time Off Request Adjustment** comment may be added to the modified punch.

		8:00AM	11:00AM		3:00	
ANNUAL LEAVE TAKEN	2:00	11:00AM				
		2:00PM	5:00PM		3:00	8:00

Two Leave Requests on the Same Date

If the employee submits two leave requests for the same date, the lunch will not be automatically deducted since the 4:01 worked time criteria was not met. **This scenario always requires manual intervention from the employee's manager.** See the example below.

In this scenario, the employee submitted a time off request for Sick Leave in the morning and Annual Leave in the afternoon. The lunch was not automatically deducted because the 4:01 worked time criteria was not met.

SICK LEAVE TAKEN	4:00	8:00AM				
		12:00PM	1:00PM		1:00	
ANNUAL LEAVE TAKEN	4:00	1:00PM				9:00

To correct, the lunch hour times must be removed from the timecard.
NOTE: The comment **Time Off Request Adjustment** may be added to the modified punch.

Mon 2/29	ANNUAL LEAVE TAKEN	4:00					
	SICK LEAVE TAKEN	4:00					**8:00**

Lunch Deducted Twice

If the employee takes a short leave in the middle of the day or is assigned to a longer schedule, such as 10 or 12 hours, the lunch can sometimes be deducted twice, depending on the length and start time of the leave. **This scenario always requires manual intervention from the employee's manager.** See the example below.

In this scenario, the employee submitted a time off request for 30 minutes of Annual Leave starting at 12:30pm. He is assigned to a 12 hours schedule from 8am to 8pm. The lunch was deducted twice because start time of the leave allowed 4:01 worked time in the morning shift and the afternoon shift.

		8:00AM	12:30PM			3:30	
ANNUAL LEAVE TAKEN	0:30	12:30PM					
		1:00PM	8:00PM			6:00	**10:00**

To correct, one of the meal deductions must be cancelled.
- Right-click on either the **8am** or **1pm** punch in the timecard.
- Choose **Edit** from the **Punch Actions** window.
- Open the **Cancel Meal Deduction** drop-down and choose the employee's lunch length.
- Click **OK** and **Save** the timecard.

NOTE: If an incorrect lunch length is selected, the meal deduction will not be cancelled.

Punch

Date:	9/23/2016
Time (hh:mm): *	1:00PM
Rounded Time:	9/23/2016 1:00PM GMT-05:00
Override:	
Time Zone:	(GMT -06:00) Central Tim
Cancel Deduction:	60 MINUTE AUTO LUNCH

The meal deduction for that shift is cancelled and the total hours for the day are now correct.
A **Cancel Deduction** indicator is added to the punch.

NOTE: The comment **Time Off Request Adjustment** may also be added.

ANNUAL LEAVE TAKEN	0:30						
		8:00AM	12:30PM			3:30	
		1:00PM	8:00PM			7:00	**11:00**
		Cancel Deduction					